

The City of Torrance is hiring for Teen Center Café (Specialist I)

\$15.87—\$17.50
per hour

The City of Torrance is seeking a self-motivated individual to assist in the planning and implementing the Recreation Divisions year-round teen center facility and cafe. The Teen Center Café Specialist is responsible for all functions of the café, including opening and closing shifts. Café responsibilities include management, supervision and training of all staff, scheduling, ordering and inventory, and quality of food and beverage. Program responsibilities include assisting the Specialist II in planning, implementing, coordinating and evaluating various activities, including classes, programs, drop-ins and special events for teens age 13 to 18. Must be available to work Monday through Friday, 2:30 p.m.—6:00 p.m.; may require some weekend and holiday hours.

JOB DUTIES

- ♦ Responsible for all café duties.
- ♦ Responsible for implementing and coordinating recreational activities, programs and special events.
- ♦ Ensure City policies; Health Department Rules and Regulations are followed.
- ♦ Provide excellent customer services.
- ♦ Interface with school personnel and parents.
- ♦ Prepare written reports.

QUALIFICATIONS:

- ♦ Possesses High School Diploma.
- ♦ Applicant must be at least 21 years of age.
- ♦ Previous part-time experience in the supervision of recreation/education programs and/or facilities.
- ♦ Previous restaurant or kitchen experience is preferred.

Interested applicants must submit an on-line application available at <http://www.torranceca.gov/523.htm#>.

Application submissions must be received by **Monday, November 3, 2014 at 5:30 p.m.** Only those candidates whose training and experience best meet our needs will be invited to participate in an oral interview.

Oral interviews are tentatively scheduled for **Wednesday, November 5, 2014.**



*If you have additional questions, please contact Melissa Lynch
at (310) 782-8828 or email at MLynch@TorranceCA.Gov*

Human Resources · 3231 Torrance Blvd. · Torrance, CA 90503 · www.TorranceCA.Gov
Phone: 310.618.2915 · Fax: 310.618.2995 · E-mail: jobinfo@TorranceCA.Gov



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